

**CAPITAL COMPLEX EAST
1025 CAPITAL CENTER DRIVE
EMPLOYEE EMERGENCY PROCEDURES**

**EMERGENCY ALERT NUMBER ----- 3 -3747 x 489
IF NO ANSWER PLEASE CALL-----3 -3747 x 256**

FIRE 9-911

Alert others about the incident by shouting to those in your immediate area.

If more than one person is in the area:

- **One must call EMERGENCY NUMBER 3-3747 x 489 to report the situation and remain on the phone if requested.**
- **Another should locate a fire extinguisher and attempt to put out the fire if they are trained to extinguish small or confined fires.**
- **If you are alone, you must decide which to do first depending upon the situation and the extent of the fire.**
- **If the fire is small or confined and you are trained, you may attempt to extinguish with a fire extinguisher. If you extinguish the fire on your own or with others, you must call EMERGENCY NUMBER 3-3747 x 489 to report the incident to the Frankfort Fire Department.**
- **Pull a fire pull station only if instructed by the party at 3-3747 x 489.**
- **If you are told to evacuate, exit only by stairwells; elevators will be reserved for disabled employees and the Frankfort Fire Department personnel.**
- **Disabled persons will be assisted to the elevator for pick up by floor monitors or volunteers.**
- **If the mechanical fire alarm sounds prepare to evacuate the building but wait if possible for the announcement. There may be areas in and around the building you need to avoid.**

BUILDING EVACUATION

If you are instructed to evacuate:

- **Evacuate by the nearest exit.**
- **Remain calm and assist others as needed.**
- **Enter EXIT stairwells or stairs and move to the outside wall, gradually merging to the inside to allow others to enter at the next level down.**
- **Do not attempt to move UP the stairwell or return to your work station.**
- **Move out and away from the building to your safe assembly area (see map for safe assembly area location).**
- **Be on the alert for incoming emergency vehicles as you are evacuating the building.**
- **Do not leave the safe assembly area until the all clear is announced.**
- **Stay with your evacuation group for a head count by a floor monitor or safety officer.**

MEDICAL 9-911

If illness or injury occurs in your area:

- **Render whatever aid you can, moving the patient as little as possible.**
- **Call 9-911 and explain the problem. Be as specific as possible and give the exact location of the individual(s) needing help. Stay on the phone if requested.**
- **Be prepared to meet emergency personnel at your floor.**
- **Protect the injured or ill person from on-lookers.**
- **If you called 9-911 without contacting EMERGENCY NUMBER 3-3747 x 489 call immediately to notify and/or for other assistance.**
- **You may call EMERGENCY NUMBER 3-3747 x 489 to implement the medical emergency procedures.**

SEVERE WEATHER

- **Call EMERGENCY NUMBER 3-3747 x 489 if you have information that is not known to state officials. Report facts as you know them. Stay on the line if asked to do so.**
- **The Kentucky Division of Emergency Management monitors weather conditions for this area and any information that could pose a threat to employees is communicated through the government warning system to state offices.**
- **If you receive an announcement from EMERGENCY NUMBER 3-3747 x 489 to seek shelter, please evacuate to the area designated as TORNADO SHELTER.**
- **The TORNADO SAFE AREA FOR 1025 CAPITAL CENTER DRIVE is on the first floor.**
(See map for location)
- **Remember your options: Tornado shelters first, interior hallways on the lowest floor next; or get under something sturdy as a last resort. Stay clear of all glass.**

EARTHQUAKE

- **Keep calm. Don't run or panic. Stay where you are.**
If indoors stay indoors. Seek shelter under sturdy furniture, stand or sit against an inside wall or inside doorway. Stay near the center of the building away from windows and outside doors.
- **If outside, stay in the open away from buildings and utility wires.**
- **Do not attempt to leave the building unless instructed by emergency personnel at your facility.**
- **Do not use candles, matches or other open flames.**
- **Prepare for an after shock of equal intensity in most cases..**

BOMB OR OTHER SECURITY THREATS

- **If you receive a threat by telephone, try to obtain the maximum information from the caller. Keep the caller on the line as long as possible. Refer to the threat checklist accompanying these procedures that provide questions you should ask the caller.**
- **Immediately report the threat to person answering at EMERGENCY NUMBER 3-3747 x 489 and remain on the line for instructions.**
- **Do not attempt to leave the building or make any decisions concerning the threat without specific instructions from someone at EMERGENCY ALERT NUMBER 3-3747 x 489.**
- **You may be asked if you notice anything or any object that is unusual or out of place in your area. If you do, do not disturb the item and immediately call EMERGENCY NUMBER 3-3747 x 489**
- **A decision will be made on how to manage the situation based upon the available information. If an evacuation is ordered please follow instructions closely and leave the building to the safe assembly area.**

Report all incidents that are not covered in these procedures to EMERGENCY NUMBER 3-3747 x 489.

If you have any questions please contact John Stewart at 3-3747 x 489, Dan Walls at 3-3747 x 256 or Ron Hacker at 4-3000 Extension 233.

WORKPLACE VIOLENCE

- **The Commonwealth of Kentucky does not tolerate any actions that threaten its employees. Any such action will be dealt with immediately by management personnel and/or Facilities Security.**
- **This includes verbal and physical harassment, verbal and physical threats and any actions that cause others to feel unsafe in the workplace.**
- **It is the responsibility of all employees and management to report threatening actions whenever they occur to management and to Facilities security at 9-695-6380.**
- **All threatening incidents will be investigated by management and documented in personnel files.**
- **A sample violence documentation form is enclosed for your convenience. If the need occurs please use it.**
- **Call 9-911 and/or Facilities Security at 9-695-6380 if assistance is needed.**

Report all other incidents to EMERGENCY NUMBER 9-911 that are not covered in these procedures.

If you have questions please contact the EMERGENCY NUMBER OR Ron Hacker at 564-3000 x 233.

SAMPLE VIOLENCE DOCUMENTATION FORM

Date/Time of Incident:	Date/Time Reported:
Reported to:	Reported by:
Location:	Type of Incident:
Perpetrator:	Victim:
Witnesses:	
Describe the incident:	
List actions taken in response:	

Report Prepared by: _____

Date Prepared: _____

QUESTIONS TO ASK----BOMB THREAT

1. When is the threat going to occur? _____
2. Where will it happen? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
10. What is your name? _____

CALLERS VOICE (circle)

Calm	disguised	nasal	angry	broken
Stutter	slow	sincere	lisp	rapid
Giggling	deep	crying	squeaky	excited
Stressed	accent	loud	slurred	normal

If voice is familiar ,whom did it sound like? _____

Was there any background noises? _____

_____**REMARKS**_____

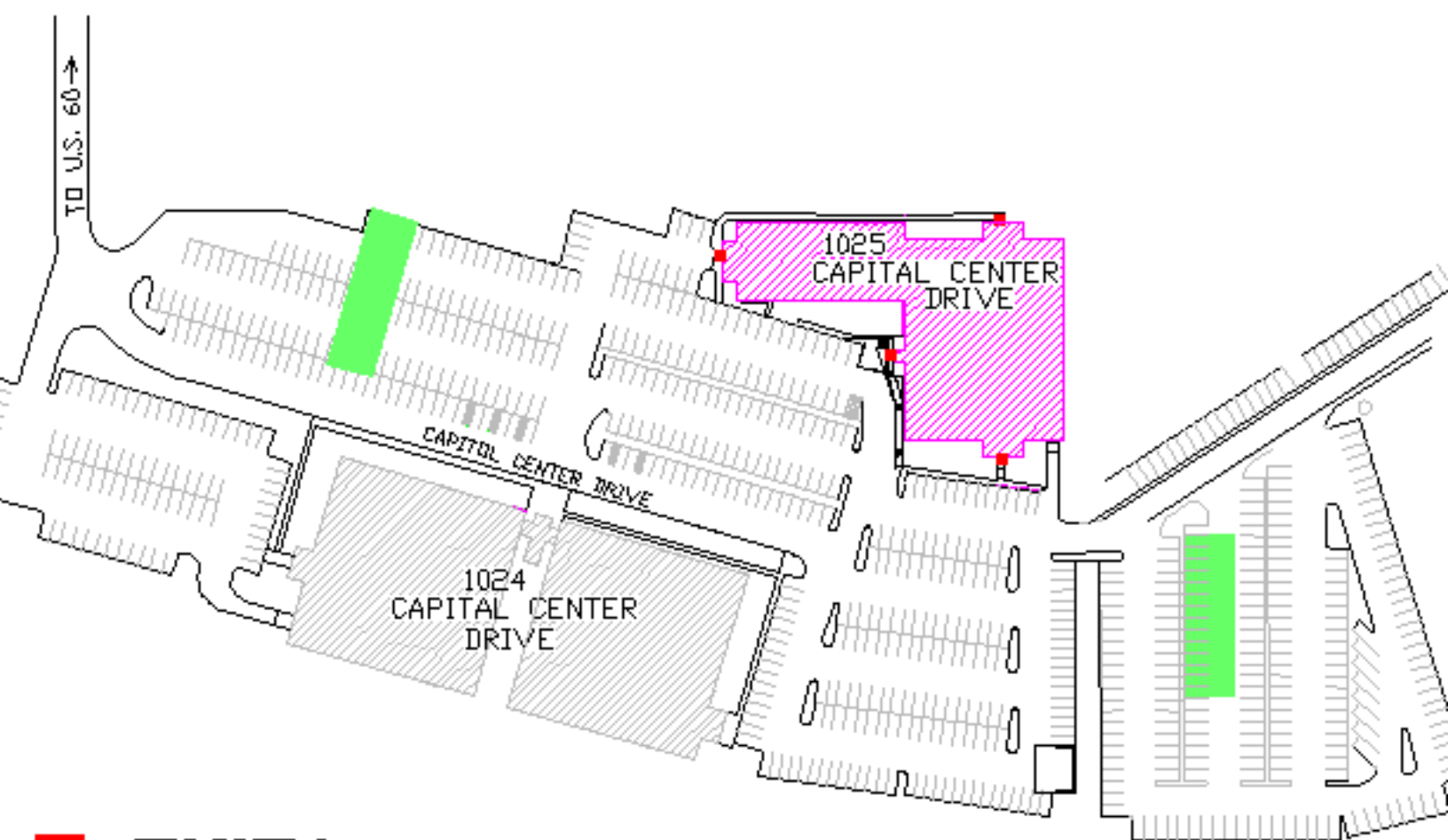
Person receiving call: _____

Telephone number where call received : _____

Date: _____

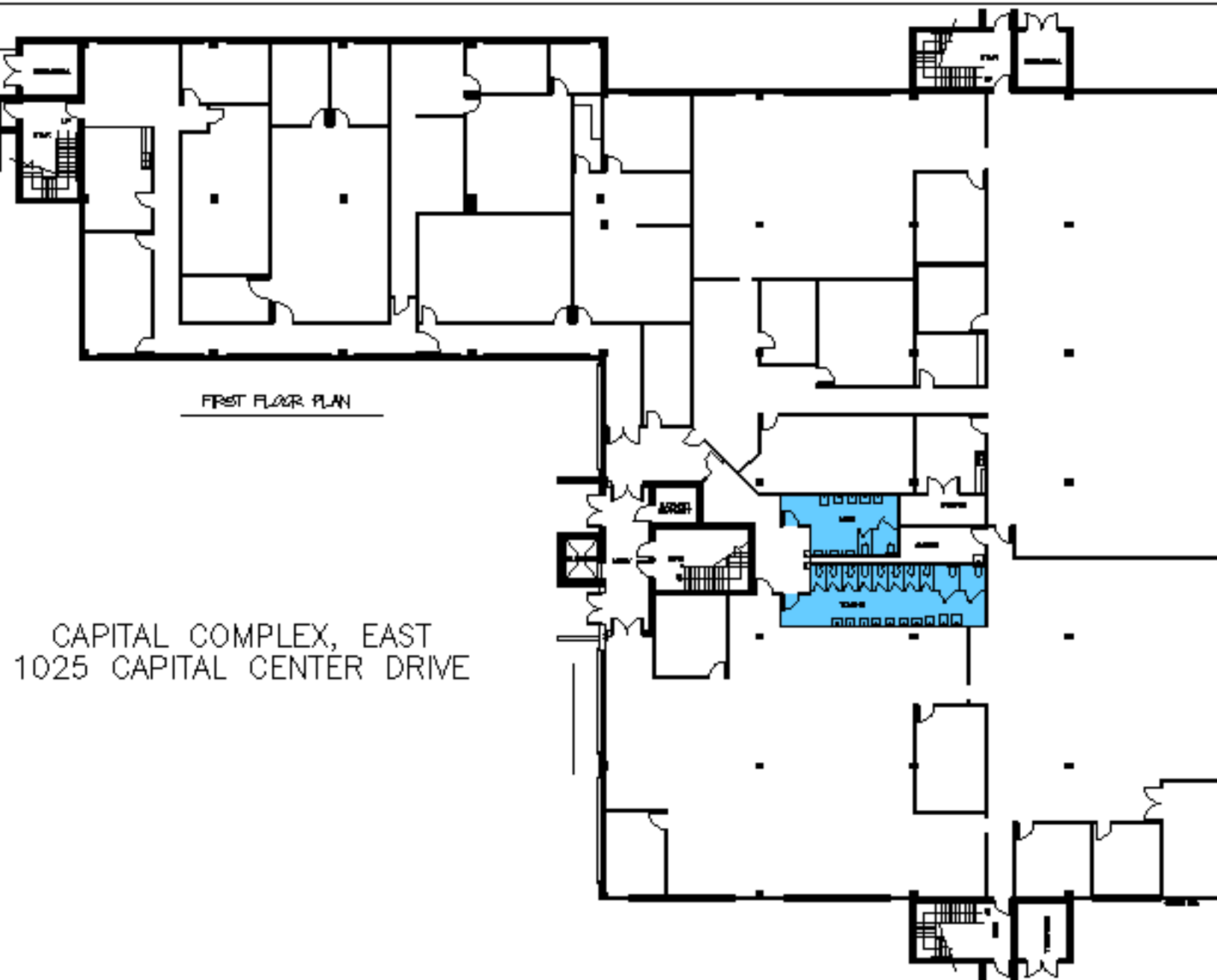
Report call immediately to: 3-6806 X O

CAPITAL COMPLEX EAST 1025 CAPITAL CENTER DRIVE



■ EXITS

■ SAFE ASSEMBLY AREAS



FIRST FLOOR PLAN

CAPITAL COMPLEX, EAST
1025 CAPITAL CENTER DRIVE

TORNADO SHELTER AREA